

**POLICIES AND PROCEDURES**  
**for the**  
**EMERGENCY FOOD ASSISTANCE PROGRAM**  
**FOOD BANKS**

**Revised March 2009**

Prepared By:

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## **PREFACE**

### **Policies and Procedures**

#### **Emergency Food Assistance Program**

The following policies and procedures are to be used in the Emergency Food Assistance Program (EFAP) authorized by Chapter 43.330.130 RCW. If any procedure or guideline is found to be in conflict with the RCW, the RCW will prevail.

These policies and procedures shall be expanded, as necessary, during the course of the program period. If changes are made, Grantees shall receive notice of changes through numbered policy memoranda issued by the Department of Community, Trade and Economic Development (Department), Community Services Division (CSD). Such revisions shall be made in the same format as this manual. The policy memoranda shall serve as the transmittal documents to inform the grantee of placement of revised policies and procedures within this manual.

These policies and procedures are specific to EFAP and shall be followed by the Grantees and Sub Grantees receiving assistance under EFAP. Compliance with subsequent modification to this manual is also mandatory for all Grantees and Sub Grantees.

### **Mission Statement**

**The mission of the Emergency Food Assistance Program is to alleviate hunger in the state of Washington by providing funds, technical assistance, and information to community programs that deliver emergency food and services to hungry people.**

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## DEFINITIONS

**Administrative Expenses** – Management and general expenses to include membership dues are those expenses that cannot be readily identified with a particular program.

**Applicant** – A public or private nonprofit organization, tribe, or tribal organization that applies for Emergency Food Assistance Program funding.

**Authorized Signature** – Signature of the board president, tribal chairperson, agency director or other official authorized to sign.

**Commodity Program** – A program that primarily distributes USDA Surplus Commodities to clients.

**Coordinated Services** – Making contact with programs, sharing information about programs, and establishing procedures for referring clients between food banks and the other services.

**Department** – The Department of Community, Trade and Economic Development (CTED).

**Desk Monitoring** – Conducting monitoring by requesting documentation to be mailed to EFAP staff for review at the desk of EFAP staff.

**Distribution Center** - An agency that collects, warehouses, and distributes food to emergency food programs and other charities on a regional, county, or statewide basis.

**Emergency Food Assistance Program** - The statewide activities of the Department to assist local emergency food programs by allocating and awarding state funds.

**Emergency Food** - Food that is given to clients who do not have the means to acquire that food themselves, so that they will not go hungry.

**Emergency Food Provider** – A tribe or agency that provides people who are hungry with any kind of emergency food assistance.

**Equipment** – Any tangible nonexpendable personal property with a useful life of more than one year.

**Food Bank** - An emergency food assistance program that distributes unprepared food without charge to its clients, is open a fixed number of hours and days each week or month, and such hours and days are publicly posted.

**Full service clients** – EFAP funded food banks are expected to supply full service clients with nutritionally balanced meals. Food bags must include at least three of any of the five main food pyramid groups to clients. (See appendix 1 for a graphic of the Food Pyramid).

**Grant** – A legally binding agreement between the state and another entity, public or private, for the provision of goods and services. Agreements, letters of intent, memos of understanding, and grant awards are specific forms of grants.

**Grantee** – An applicant awarded state Emergency Food Assistance Program funds, and has entered into a grant with the Department to provide emergency food assistance to individuals in a county, multi-county region, within a tribe or tribes.

**In-Kind** – The value of volunteer services or donated goods including staff time, rent, food, supplies and transportation.

**Interested party** – Any agency wishing to be considered for lead agency and/or distribution center.

**Lead Agency Grantee** - A Grantee that may enter into a sub grant with one or more local food banks to provide emergency food assistance to individuals, and with distribution centers, to provide emergency food to food banks.

**Monitoring** – Any planned, ongoing, or periodic activity that measures and ensures Grantee compliance with the terms, conditions, and requirements of a grant. The level of monitoring will be based on a risk assessment of the Grantee's ability to deliver services and its performance in delivering those services under the terms of the grant.

**On-Site Monitoring** – The physical act of going to a grantee's location to conduct monitoring.

**Operational Expenses** – Those costs that are clearly identifiable with providing direct services to eligible clients, or distribution services to food banks.

**Participating Food Bank** – A local public or nonprofit food bank that provides emergency food assistance to clients and either directly receives state EFAP funding through the lead agency, or receives food and services supported with state EFAP funding from a lead agency and /or distribution center.

**Risk Assessment** –The process of evaluating exposure to harm or loss that could arise from an activity associated with the grant. It consists of identifying and classifying risks based on certain characteristics, and measuring and evaluating the consequences of those risks.

**Special Dietary Needs** – Funds to purchase food that meets the nutritional needs of special populations. Special needs population includes infants under one year of age, children with disabilities, pregnant and lactating women, people with chronic diseases such as cancer and diabetes, people with acquired immune deficiency syndrome, people with lactose intolerance, people with chewing difficulties, alcoholics, intravenous drug users, and people with cultural food preferences. For reporting purposes, an SDN client is defined as one who has been given a food bag designed to meet his/her special nutritional needs.

**Sub Grantee** – A food bank or tribe, that enters into a grant with a lead agency Grantee or lead Tribal Grantee to provide emergency food or food vouchers to the hungry, or a food distribution center that enters into a grant with a lead agency Grantee to provide emergency food to food banks.

**Supplemental Clients** – Clients who receive only items that are comprised of fewer than 3 of the 5 food groups (e.g. a loaf of bread and some potatoes) and nothing else.

## **POLICY**

Cancels: Policy 100, April 8, 2008

See Also:

Approved by: Susan Eichrodt

### **POL-100.1 QUALIFYING ELIGIBLE CLIENTS**

This policy applies to Grantees, Food Bank Sub Grantees and Tribal Grantees using EFAP funds for a food bank.

#### **1. The Department Defines Eligible Client**

- Eligible clients are persons who are not able to purchase enough food for their subsistence.
- This is the minimum eligibility standard required by the state.

#### **2. Grantees and Sub Grantees Can Make Additional Client Eligibility Standards**

- Grantees and Sub Grantees must apply these additional standards to all clients, without prejudice.

#### **3. Grantee and Sub Grantee Must Have Written Eligibility Standards**

- Written eligibility standards must be available for clients to view.
- The Department can request copies of standards.

#### **4. Emergency Food Providers May Define Service Areas**

- Providers may self-define their service areas, but are urged to serve all clients the first time they request assistance. Providers may refer clients to other service agencies servicing the area in which the client resides, or to the tribe that has established jurisdiction over the area where the individual lives, for further food bank assistance.
- Providers must practice nondiscrimination when applying their service area policies.

## **POLICY**

Cancels: Policy 200, April 8, 2008

See Also:

Approved by: Susan Eichrodt

### **POL-200.1 PERFORMING OUTREACH AND NETWORKING ACTIVITIES**

This policy applies to Grantees, Food Bank Sub Grantees and Tribal Grantees using EFAP funds for a food bank.

#### **1. Grantees Must Have Written Outreach And Networking Policy On File**

- Policy must show structure and procedures for gathering and sharing information.
- Grantees must send updates to Network Policy to CTED no later than October 1 of the first year of each new biennial grant.
- **Note:** Clients may not be denied food bank services for refusing to take available information about other programs and/or to participate in information and referral services.

#### **2. Grantees Must Conduct Outreach and Networking Activities to Clients**

All grantees and sub grantees shall register with 211 Statewide Telephone Information and Referral Network system.

- A food bank must register within 30 days of the effective start date of its grant.
- To register, a food bank can call 211 in its area or register online at [www.win211.org](http://www.win211.org).
- Food banks must prominently display the 211 number for the benefit of its customers.

Other networking activities may include:

- Posting information on EFAP food bank services in public locations.
- Making food bank information, including how to apply for food bank services, available at public facilities, at tribal and government offices, hotlines, advocacy and community social service organizations.
- Issuing public service announcements about the program.

#### **3. Grantees Must Network With Other Providers**

Building strong, sustainable communities is a goal of CTED. One strategy to accomplish this is to provide information and referral links among emergency, prevention and intervention services for clients to make use of all resources available.

Grantees shall coordinate services with other advocacy and community services organizations. “Coordinate services with” is defined as making contact with these programs, sharing information about programs, and establishing procedures for referring clients between food banks and the other services, such as:

- Local Basic Food and cash assistance programs
- School breakfast, lunch and summer feeding programs
- Women's advocacy organizations
- Housing authorities
- Senior centers
- Area Agencies on Aging
- Organizations for people with handicaps
- Associations for Retarded Citizens
- Rescue missions
- Emergency shelters
- Churches and religious organizations, such as the Salvation Army, St. Vincent DePaul
- Local Department of Social and Health Services programs
- Urban Leagues
- Multi-cultural organizations
- Drug & alcohol treatment programs
- Local job training programs
- Local employment security office
- Public transportation facilities

#### **4. Grantee Must Provide Information On Available Services To Clients**

Information can be handouts, pamphlets, or a list of services clients can take home with them about programs. At a minimum this information must list other social services available to clients, such as:

- Local Basic Food and cash assistance programs
- Emergency housing, rental assistance and low-income housing
- Job training programs including the closest employment security office
- Child care assistance
- School breakfast, lunch and summer feeding programs
- Drug and alcohol treatment programs
- Public transportation and other transportation assistance
- Additional services that will help clients gain greater self-sufficiency
- Energy Assistance
- Senior services
- Services for people with handicaps
- Assistance for victims of crime and domestic violence

**5. Lead Grantee Is Responsible For Sub Grantee Having Referral Information**

- Grantees are responsible for making sure that their sub grantees have information to give to their clients. This may be in the form of:
  - Information can be a handout or a pamphlet that lists the services and locations.
  - A pamphlet from each agency providing the above services that clients take home with them.

## **POLICY**

Cancels: Policy 300, April 8, 2008

See Also:

Approved by: Susan Eichrodt

### **POL-300.1 ALLOWABLE ACTIVITIES AND EXPENSES**

This policy applies to Grantees, Sub Grantees and Tribal Grantees using EFAP funds for a food bank.

#### **1. Grantees Can Bill Only Allowable Activities and Expenses**

Grantee and Sub Grantee are allowed to use state funds for administrative and operational expenses, including direct service expenses.

#### **2. Funds Can Not Supplant Other Existing Funding Sources**

#### **3. Grantees Shall Not Be Reimbursed for Unallowable Expenses**

Funds awarded shall not be used for:

- Activities not related to the food assistance program.
- Administrative expenses above the allowable ten percent of the grant.
- Major capital repairs over \$500.
- Capital expenditures for purchases or improvement of buildings.
- Payment of mortgages or leases with option to buy.

## **POLICY**

Cancels: Policy 300, April 8, 2008

See Also: POL 400.1

Approved by: Susan Eichrodt

### **POL-300.2 COMMUNITIES DETERMINE HOW TO SPEND EFAP FUNDS**

This policy applies to Lead Agency Grantees, Sub Grantees and Tribal Grantees using EFAP funds for a food bank.

#### **1. Lead Grantees and Food Banks Together Make Funding Determinations**

EFAP funding is flexible in terms of how it can be used in each county. EFAP is a locally driven program. The lead agency and food banks within a county or multi-county lead agency service area shall determine how to spend their EFAP funds at the community meeting. (See POL 400.1, Application Process)

- The county food banks may choose to fund any one or any combination of the following: food bank services, food distribution services, equipment, special dietary needs purchases, special dietary needs training and membership dues to organizations whose focus is anti-hunger and health issues.
- Two-thirds of the food banks plus the lead agency must agree on how to allocate the funds, taking into account the needs of their communities.
- **Note:** CTED recommends that the food bank community financially support distribution centers with EFAP funds. CTED recognizes these agencies are one of the largest suppliers of food in the state, and provide it at a minimum cost to food banks.

#### **2. Counties Can Determine Service Area Boundaries**

- Food banks within a county or multi-county region, or tribes with established parameters for service, may agree to define their service area boundaries for the purpose of equitably allocating resources.
- The Department urges providers to serve a client at least the first time, no matter where the client resides.
- If appropriate, the provider may then refer the client to the agency servicing the area in which the client resides, or the tribe that has established jurisdiction over the area where the individual lives, for further food bank assistance.
- Providers must practice nondiscrimination when applying their service area policies.

### **3. Using Funds for Special Dietary Needs Food**

- Food Banks, distribution centers and Lead Agencies may use special dietary needs funds to purchase food to benefit clients with special needs.
- Those who elect to allocate funds for Special Dietary Needs (SDN) food will assess which clients with special dietary needs reside in their service area, and which of those groups are not adequately having their nutritional needs met by other social service programs.
- The food banks shall then determine which of those client groups to serve and purchase foods that best meet their clients' nutritional needs.
- A single food bank may use a portion of its own funding for purchasing special dietary needs food if that food bank has clients with special needs that are not provided by the other food banks.
- The lead agency, the individual food banks or the distribution center may procure the food.

### **4. Using Funds for Special Dietary Needs Training**

- Funds allocated for special dietary training may be used to train food bank workers and clients.
- Those who elect to allocate funds for SDN training shall decide what kind of training will take place to best meet their needs.
- A single food bank may use a portion of its funding for training for its food bank staff if that food bank has training needs that do not involve the other food banks.
- Funds can be used to cover costs associated with the training, including trainers' fees, printing, travel costs, rental space and other related costs.

### **5. Using Funds for Distribution Center to Provide Food and Other Product**

If food banks in a lead agency area elect to allocate EFAP funds for distribution services, distribution centers shall use their funds for costs related to soliciting, purchasing, storing and transporting food and other essential non-food products that they will make available to food banks.

**6. Food Banks Can Use Funds to Issue Vouchers For Special Dietary Needs Clients**

- Food Banks can use allocated special dietary needs funds for issuing vouchers to their special dietary needs clients for the purchase of fresh produce.
- **Note:** In food bank grants the value of vouchers is listed in the “Food Bank Operations” category. Voucher expenses are defined as the face value of the vouchers issued to clients.

## **POLICY**

Cancels: Policy 300, April 8, 2008

See Also:

Approved by: Susan Eichrodt

### **POL-300.3 ALLOWABLE ADMINISTRATIVE ACTIVITIES AND EXPENSES**

This policy applies to Lead Agency Grantees, Sub Grantees and Tribal Grantees using EFAP funds for a food bank.

#### **1. Grantees Shall Bill Only Allowable Activities and Expenses**

- Lead Grantees, Sub Grantees to include distribution centers and Tribal Grantees are allowed to use state funds for administration activities. Administration activities are of a general nature not clearly identifiable with a particular program.
- Administration activities include: planning, budgeting, accounting and the establishment and implementation of the Grantee's goals, policies, and objectives.

#### **2. Administrative Expenses Are Limited**

- For Lead Grantees, administrative expenses are limited to 10 percent of the total grant award.
- Lead Grantees providing direct emergency food assistance services are limited to 10 percent of the Grantee's allocation for providing direct services as a participating food bank. However, total administrative costs may not exceed 15 percent of the total grant award.
- Lead Grantees providing distribution services are limited to 10 percent of the distribution allocation. However, total administrative costs may not exceed 15 percent of the total grant award.
- Lead Grantees providing both food bank services and as a distribution center are limited to a total administrative cost of 15 percent of the total grant award.

#### **3. Grantees And Sub Grantees May Budget For Membership Dues**

- Up to one percent of EFAP funds may be budgeted as administrative costs for membership dues to organizations whose concerns address anti-hunger and health issues.
- The membership dues will not be counted toward the maximum 10 percent allowed for administration.

**4. Administrative Funds Returned Proportionate to Grant Budget**

Grantees returning unexpended funds to the Department during the grant period shall return administrative funds in an amount proportionate to the grant budget unless administration funds have already been transferred to another budget category during the course of the grant.

**5. An Agency May Charge Its Indirect Costs In The Appropriate Proportion To EFAP Administration.**

- The indirect charges may not exceed the ten percent allowed for administrative costs.

**6. Administrative Expenses May Include The Following Costs**

- Salaries, wages and fringe benefits for administrative staff
- Office supplies and lease, rental and repairs of equipment
- Travel expenses for administrative staff
- Rental or lease of space
- Telephone, postage, mailing, printing, and copying
- Insurance and audit costs
- Minor building repairs up to \$500 per repair (**Note:** Capital improvements are not allowed)

## **POLICY**

Cancels: Policy 300, April 8, 2008

See Also:

Approved by: Susan Eichrodt

### **POL-300.4 ALLOWABLE OPERATIONAL ACTIVITIES AND EXPENSES**

This policy applies to Lead Agency Grantees, Sub Grantees and Tribal Grantees using EFAP funds for a food bank.

#### **1. Grantees Shall Bill Only Allowable Operational Activities and Expenses**

Operational activities and expenses are those activities clearly identifiable with providing direct services to clients.

- Operational costs may include:
  - Personnel costs – salaries, wages and fringe benefits for personnel who are actually performing duties related to client service, including networking and outreach activities.
  - Travel/Transportation – mileage expense related to direct provision of services.
  - Food purchases for distribution to clients.
  - Transportation – costs to pick up and deliver food.
  - Space Costs – rent or lease payments for facilities and costs of power, heat and water for space occupied by program staff and for storage and warehouse areas.
  - Communication cost (telephone, mailing and printing) for direct program services.
  - Other operational costs, such as supplies, lease and repair of equipment directly related to providing services.
  - Distribution centers' cost of "doing business," or shared maintenance, (transportation, storage, utilities, etc.), based on the number of pounds of food delivered to food banks. The per pound charge must be based on realistic costs.
- Up to 10 percent of food bank, distribution center or tribal food banks may be used on the purchase of essential nonfood items. (See Exhibit C)
- There is no limit on the percentage grantees and sub grantees may spend on operational costs.

#### **2. Operational Expenses Returned Proportionally to Grant Budget**

Grantees returning unexpended funds to the Department shall return operational funds in an amount proportionate to the grant budget unless operational funds have been transferred to another budget category during the course of the grant.

## **POLICY**

Cancels: Policy 300, April 8, 2008

See Also: POL-400.1; POL-500.4

PRO-500.4.A

Exhibits A & B

Approved by: Susan Eichrodt

### **POL-300.5 ALLOWABLE EQUIPMENT PURCHASES**

This policy applies to Lead Agency Grantees, Sub Grantees and Tribal Grantees using EFAP funds for a food bank.

#### **1. Grantees Shall Bill for Only Allowable Equipment Purchases**

- Equipment is defined as any tangible nonexpendable personal property with a useful life of more than one year. The purchase of any equipment to be used in the emergency food assistance program is an allowable expenditure.
- Though equipment is typically considered an administrative or operational expenditure, for the purposes of this grant, equipment is considered a separate category.
- Equipment costing \$5,000 or more must be approved prior to purchasing.
- Programs must have written procurement and inventory policies for equipment and procedures for disposal of equipment. (See Policies 500.4 and Procedure 500.4A)

## **POLICY**

Cancels: Policy 300, April 8, 2008

See Also:

Approved by: Susan Eichrodt

### **POL-300.6 MATCH REQUIRMENTS FOR EFAP GRANT AWARDS**

This policy applies to Lead Agency Grantees, Sub Grantees and Tribal Grantees using EFAP funds for a food bank.

#### **1. Tribal Grantees Match**

- Tribal grantees and sub granting tribes must at least match 35 percent of their EFAP grant awards with funds from other sources.
- At least 50 percent of the minimum required match must be cash (hard match).
- The balance of the required match may be in-kind contributions (soft match).

#### **2. Food Bank Lead Agency Grantees and Distribution Center Sub Grantees Match**

- Non-Tribal Lead agency grantees and distribution center sub grantees must at least equally match their EFAP grants with funds from other sources.
- At least 50 percent of the minimum required match must be cash (hard match).
- The balance of the required match may be in-kind contributions (soft match).

#### **3. Food Bank Sub Grantees Have Two Ways to Meet Match Requirement**

Non-Tribal food bank sub grantees can match their EFAP funds in two ways:

- They can equally match their EFAP funds with at least 50 percent of the minimum match required as cash (hard match) from other funding sources and the remainder from donated in-kind services (soft match).

OR

- They can match EFAP funds with at least 200 percent of in-kind donations of food, labor, transportation and the like (soft match), if they do not have sufficient cash match.

#### **4. Grantees and Sub Grantees Determine In-Kind Values**

In-kind contribution is the value that is placed on donated services, materials, equipment, food, and other, as determined by Grantee and sub grantee. The determination is based on the following:

- Services/Labor – Identify the number of hours provided, and the hourly value (to be determined by the agency, based on a fair market salary, minimum wage or CTED's current suggested value of \$10 per hour). Calculate the total for each volunteer.
- Equipment/Supplies – Use the amount the donor has declared. If not available, estimate a fair market value.
- Transportation – Donated volunteer mileage is calculated at the current state rate. Use actual cost of donated transportation as declared from commercial carriers.
- Food – Use \$1.50 per pound of food to estimate the value, or estimate a fair market value.

## **POLICY**

Cancels: Policy 400, April 8, 2008

See Also: POL 400.2

Biennial Application

Exhibit A

Approved by: Susan Eichrodt

### **POL-400.1 APPLICATION PROCESS**

This policy applies to Lead Agency Grantees, Sub Grantees and Tribal Grantees using EFAP funds for a food bank.

#### **1. EFAP Grants Cover a Two-Year Period**

EFAP grants shall begin the first day of the biennium, July 1, and end on the last day of the biennium, June 30.

#### **2. The Department Distributes and Receives Applications**

The Department shall:

- Distribute all applications and sub grants to grantees in the spring.
- Maintain a statewide mailing list of emergency food programs, including tribes.
- Accept no more than one lead agency application per county for the food bank program throughout the state, except for King County where it may accept up to three.
- Accept food bank applications from tribes electing to participate in the food bank program who choose not to apply under the food bank lead agency. Tribes are encouraged to become sub grantees with the lead agency. However, tribes who are federally recognized may apply directly with the state if they meet the criteria.

#### **3. The Department Computes the Allocation of Funds to Counties and Tribes**

The Department computes food bank program allocations and tribal allocations to each tribe based on a formula determined by the Department in consultation with the Food Bank and the Tribal Voucher Advisory Committees.

#### **4. The Formula for Allocation of Funds to Tribes**

The formula for allocation of funds to tribes, in general, will be computed as follows:

- A baseline amount will be allocated to all tribes participating in the program.
- The remaining funds will be allocated based on other agreed-upon criteria that measure need.

## **5. The Formula for Allocation of Funds to Counties**

The formula for allocation of funds to counties (non-tribal providers), in general, will be computed as follows:

- A baseline amount will be allocated to each county.
- The remaining funds will be allocated based on other agreed-upon criteria that measure need.

## **6. Specific Requirements Must Be Met in Applying for Funding**

- Food banks within a county are required to apply together under one lead agency application, with the exception of King County, where there may be three lead agencies.
  - Tribes that are federally recognized may apply directly to CTED for the EFAP's food bank program in recognition of their status as sovereign nations or apply under the county's lead agency.
  - Tribes that are not federally recognized but are 501c3's must apply for the EFAP food bank program through their county's lead agency.
  - Tribes receive the same allocation whether they participate in the food bank, voucher or both programs.
- All applicants must complete all forms and follow all procedures established by the Department.
- Applicants must adhere to all application and grant timelines specified by the Department when applying for funding. Failure to do so may result in denial of the funding request.
- Grantees requesting funding for themselves or one of their sub grantees for equipment with a purchase price of \$5,000 or more per item are required to submit an Equipment Purchase Request/Approval form with their application.
- All equipment must be listed in the equipment category of the application regardless of the cost if EFAP funds are to be used for any part of the purchase.
- If EFAP funds are used to pay for at least 50 percent of the cost of a vehicle costing \$5000 or more, then CTED must be listed as the legal owner when the vehicle is registered.

## **POLICY**

Cancels: Policy 400, April 8, 2008

See Also: PRO 400.2.A

POL 400.3; POL 400.4; POL 400.5

Approved by: Susan Eichrodt

### **POL-400.2 SELECTION OF LEAD AGENCY AND DISTRIBUTION CENTER AND ALLOCATION OF FUNDS**

This policy applies to Lead Agency Grantees and Sub Grantees, including tribes that choose to apply for food bank funding under the Lead Agency Grantee.

#### **1. Each County or Multi-County Region Must Have an EFAP Community Meeting**

- Eligible participating food banks, other interested parties, prospective lead agencies and distribution centers for a county or multi-county region must meet prior to the due date for the EFAP application.
- At this meeting participants will make the following decisions:
  - The selection of a lead agency.
  - How to utilize the EFAP funds in each county. The possible uses are:
    1. Allocate funds for each food bank to use as they wish of the allowable expenditures.
    2. Allocate funds for a distribution center to provide food to food banks.
    3. Allocate funding for special dietary needs food to be purchased for all of the food banks.
    4. Allocate funding for nutrition training for all of the food bank staff and/or clients.
    5. Allocate dues to an organization that focuses on anti-hunger or nutrition issues.
  - How the EFAP funds will be allocated among the food banks if the group agrees that some funding will be allocated to that budget category.
  - Selection of the distribution center (s) (funds may be allocated to more than one distribution center)
  - The meeting must include discussion about how the service area's food banks will procure food.
- The current lead agency shall organize and conduct the meeting for its current service area and notify CTED of the date, time and place.
- Every attempt must be made to schedule this meeting when all food banks can attend.
- CTED will mail out the meeting notice with guidelines for the agenda and discussion topics.
- The lead agency must submit minutes of the meeting with the application.
- **Note:** Where there is a 2/3 vote required the vote must be 2/3 of the agencies that will be receiving EFAP funds, not 2/3 of those present at the meeting.

## **2. Selecting the Lead Agency and Distribution Center**

- Any agency that meets the eligibility criteria may compete to be the Lead Agency to manage the grant.
  - Each county can only have one lead agency, except for King County, which can have up to three lead agencies.
  - A lead agency may be the grantee for more than one county, but each county must vote separately for their lead agency.
  - The eligible participating food banks must elect a lead agency with at least a two-thirds vote.
- Any distribution center that meets the criteria may vie for distribution center.
  - A county may select more than one distribution center to fund.
  - The eligible participating food banks and new lead agency grantee elect a distribution center(s) with at least a two-thirds vote.
- Prospective lead agencies and distribution centers shall have the opportunity to present their proposals for providing services to the group prior to the voting.
- If multiple counties have selected the same lead agency in the past, that does not preclude any of the counties from selecting a different lead agency than the other counties for future grants.

## **3. Allocating EFAP Funds**

- All eligible participating food banks and the new lead agency have the responsibility of deciding how to allocate the EFAP funds among the food bank, distribution center, equipment, SDN food purchases, SDN training categories, and membership dues to the WA Food Coalition or other anti-hunger groups.
- At least two-thirds of the eligible participating food banks and lead agency must agree on the allocation of funds.
- Funds may be allocated to any category the food banks consider the most beneficial for their area, from one of the categories to all of them.
- It is up to the lead agency to decide if it will take 10 percent of the grant total for administrative costs before the remaining funds are allocated.
- The group may wish to revisit how the funds are allocated towards the end of the meeting to be sure that all parties are satisfied with the allocation decisions.
- The decisions on how the funds are to be spent by budget category may be made as a block vote of all the lead agency counties or by each county. The decision of whether to vote as a block or as each individual county shall be decided with a 2/3 vote of the new lead agency and all food banks in all counties. If any county's food banks would receive less money with this method, they have the option of not being included in the block vote. The other counties may continue to vote as a block.

- Lead agencies must include discussion at the EFAP meeting held with food banks prior to submitting the biennial application about how their service area food banks will procure food.
  - This discussion must be incorporated into the minutes of the meeting and be submitted with the application.

#### **4. Allocating Funds for Equipment**

As a county or region, the group shall discuss any equipment purchases that benefit the entire service area.

- The equipment allocation shall be decided by a 2/3 vote of the eligible participating food banks and new lead agency.
- The equipment allocation is taken off the top prior to funds being allocated to other categories if the purchase is to benefit the entire lead agency area.
- An individual food bank, lead agency or distribution center has the authority to decide on its own if it wishes to purchase equipment out of its own allocation.

#### **5. Allocating Funds in the Food Bank Category**

- If funds are allocated to the food bank category, the new lead agency and eligible participating food banks shall collaborate in determining how to allocate those funds. This may be done by each county or as a block vote per #3 above.
- The formula for allocation must be based on the substantiated need documented by the participating food banks.
- The group shall try to reach consensus. If this is not possible, at least two-thirds must agree on the allocation formula.

#### **6. Selecting a Distribution Center and Allocating Funds**

- If the group elects to allocate funds to distribution center(s), the new lead agency and eligible participating food banks shall select their distribution center(s) with a two-thirds vote either by county or as a block vote.
- The group will also work cooperatively in determining the conditions of the distribution sub grant.
- The group may elect to allocate sub grants to more than one distribution center.
- The lead agency may serve as the distribution center if it has that capacity.

#### **7. Absentee Ballot Voting Allowed**

- Food banks that cannot have a representative present at the meeting where the above decisions are to be made may submit an absentee ballot.

- An absentee ballot must be mailed or delivered to the agency calling the meeting, and be signed by the executive director or board president of the voting organization.
- The ballot must specifically state how the food bank votes on the issues of lead agency, distribution center, and allocation of funds.

**8. Process When a Group Cannot Arrive at a Decision on One or More Issues**

- Groups that cannot arrive at a two-thirds vote for the selection of lead agency, distribution center and/or allocation of funds shall select a local, objective mediator to assist the group at another meeting in reaching a decision(s).
- The current lead agency must notify CTED either in writing or by phone that this option is being exercised.
- The notice must include when and where the meeting is scheduled, who the mediator is and what issues are in question.
- When the meeting is completed, the lead agency has the responsibility to inform CTED of the outcome. The group will have 30 days from the date of the original meeting to arrive at its decision(s).
- The lead agency may request that a CTED representative be present at the meeting.

## **PROCEDURE**

Cancels: Procedure 400E, April 8, 2008

See Also: POL 400.1; POL 400.2

Approved by: Susan Eichrodt

### **PRO-400.2.A PROCEDURE FOR SCHEDULING THE EFAP COMMUNITY MEETING FOR THE APPLICATION OF EFAP FUNDS**

This procedure applies to Lead Agency Grantees and Sub Grantees, including tribes who choose to apply for food bank funds under the Lead Agency Grantee.

If any of these steps are determined to have been skipped, any party, including CTED, the current lead agency or distribution center, interested parties, or participating food banks, may request of CTED that another meeting be held to reconsider any of the votes.

#### **Action By:**

#### **Action:**

Current Lead Agency and  
Participating Food Banks

1. If a current lead agency or participating food bank is contacted by an interested party (an agency wishing to be considered for lead agency and/or distribution center), they must tell that party to notify CTED of its interest in writing or by email.

Interested Party

- 2a. If interested in becoming lead agency, interested party must notify CTED, in writing or email, prior to the biennial EFAP meeting being held in its declared service area.
- 2b. If interested in becoming the distribution center, interested party must notify the current lead agency prior to the biennial meeting.

CTED

3. If an interested party for lead agency has had no prior relations with CTED, CTED will conduct a site visit before the community meeting to determine eligibility as a potential lead.
4. CTED will notify the interested party and current lead agency of its eligibility status in writing prior to the scheduled meeting.

Current Lead Agency

5. The current lead agency must provide CTED with current food bank and interested distribution center contact information including: Name, mailing address, and email address.

- |   |  |
|---|--|
| Current Lead Agency                           | 6. The current lead agency must schedule the biennial meeting and must notify CTED of the date, time and place of the meeting in writing or email <b>at least 14 days prior to the meeting.</b>  |
| CTED  | 7. CTED must notify by mail or email all interested parties, distribution center(s) and food banks with the meeting date, time, location, and guidelines on agenda and discussion topics for the community meeting.<br><br>8. CTED must email or fax the lead agency a list of all parties which received notice of the meeting as well as a copy of the notice that was sent to participants.<br><br>9. If CTED does not have sufficient time to send a written notice to an interested party, CTED shall notify the party by phone, and document the call. |
| Interested Parties & Participating Food Banks | 10. Must email or call to RSVP to the lead agency if planning on attending the meeting.  |
| Current Lead Agency                           | 11. Lead agency must follow up with participating food banks and interested parties to confirm their planned attendance after CTED mails out meeting notice, if it has not received RSVPs from them.   |
| CTED  | 12. CTED mails out upcoming biennium application packets to current lead agencies at least six weeks prior to the date packets are due back to CTED.<br><br>13. CTED must maintain a list of participating food banks, past and present interested parties, including agencies that have directly contacted CTED, and send all interested parties for the lead agency grant an application packet.   |

## **POLICY**

Cancels: Policy 400, April 8, 2008

See Also: Assurances

Approved by: Susan Eichrodt

Lead Agency Application

Combined Food Voucher/Food Bank Application

General Terms and Conditions

### **POL-400.3 CRITERIA FOR PROSPECTIVE LEAD AGENCY GRANTEES AND TRIBAL FOOD BANK GRANTEES**

This policy applies to Lead Agency Grantees and Tribal Grantees using EFAP funds for a food bank.

#### **1. Prospective Nontribal Lead Agency Grantees Must Be a Nonprofit 501(c)3**

- Prospective nontribal lead agency grantees must have had 501 (c)3 nonprofit status for at least one year prior to the beginning date of the grant date.

#### **2. Lead Grantees Must Have Written Concurrence from Sub Grantees**

- Two-thirds of the food banks in each county must select the Lead Agency.

#### **3. Lead Agency Grantees Do Not Have to Provide Emergency Services**

#### **4. Tribal Food Bank Grantees Must Be Federally Recognized Tribes**

- If a tribe applying for food bank funding is not a recognized tribe, it must apply for food bank funds under the Lead Agency Grantee and must be a nonprofit 501(c)3.
- A federally recognized tribe may choose to apply for funding either as its own grantee or through the county lead agency.

#### **5. Lead Agency Grantees or Tribal Grantees Shall Have Granting Capabilities**

Lead Agency Grantees or Tribal Grantees shall:

- Have management capabilities to administer a grant with the Department.
- Have internal control and fund accounting procedures to assure the proper disbursement of, and accounting for, all funds.
- Secure adequate fidelity insurance
- Have public liability insurance to protect against legal liability arising out of services under this grant. The Grantee will protect, save, and hold harmless the Department, the State of Washington and their authorized agents, officers, and employees.

- Undergo an annual A-133 audit if it receives federal funds totaling \$500,000 or more per year from all sources, or undergo an independent financial audit once every two years if it receives \$100,000 or more per year in state funds from all sources.
- Have an Accounting System Verification Form completed by a CPA with each biennial application if neither audit standard applies.

**6. Lead Agency Grantees Must Enter Into Sub Grants**

Lead agencies must enter into sub grant agreements with each participating food bank in EFAP. These sub grants must each include:

- Signed Face Sheet by both parties which must include a budget if funds are allocated to the food banks.
- Signed assurances that Sub Grantee will comply with all applicable policies and procedures.
- Completed matching funds worksheet.
- Evidence of adequate liability insurance.
- Proof of 501c3 status when required.
- If applicable, an audit or Accounting System Verification Form.

**7. All Grantees Shall Practice Nondiscrimination In Services And Employment**

- Grantees will practice nondiscrimination in the employment of individuals and the delivery of services in all programs of the organization. They will not deny service to, or otherwise discriminate against, any person on the basis of race, sexual orientation, color, religion, sex, age, national origin, citizenship, ancestry, physical or mental handicap, marital status, or because such person is a recipient of federal, state, or local public assistance, or a disabled Vietnam era veteran.
- Tribes agree to comply with all state and federal laws regarding discrimination to the extent that those laws are applicable to the tribes for the activities that the tribes carry out pursuant to this Agreement.
- Nothing in this Agreement shall interfere with, or be construed as interfering with, tribes' employment and granting processes regarding Tribal and Indian preference as allowed by law.

**8. Grantees Must Secure Public Liability Insurance**

- Grantees must secure public liability insurance to protect against legal liability arising out of services provided under this grant and liability insurance on vehicles used for business purposes that includes a comprehensive indemnification clause holding harmless the Department, the state of Washington, its officers, employees and authorized agents. (See Assurance #5 in Lead Agency Application and Assurance #3 in Tribal Food Bank Application for details on required amounts.)

## **POLICY**

Cancels: Policy 400, April 8, 2008

See Also: Assurances, Lead Agency Application

Approved by: Susan Eichrodt

Assurances, Participating Food Bank Application

Assurances, Tribal Food Bank Application

Assurances, Tribal Food Bank Application

### **POL-400.4 CRITERIA FOR PROSPECTIVE SUB GRANTEES**

This policy applies to Lead Agency Grantees and Sub Grantees

#### **1. Sub Grantees Must Meet Criteria Before Receiving EFAP Funding**

The lead food bank shall determine the eligibility of a new food bank, including tribes, prior to sub grants being issued. This should occur before the meeting at which the new lead Grantee is selected and allocation of EFAP funds is decided. A prospective Sub Grantee must:

- Be a food bank for at least one year prior to the start of the grant.
- Be a public agency, a recognized tribe, or a 501(c) 3 nonprofit agency.

#### **2. Sub Grantees Must Be Able to Coordinate Services**

Sub Grantees must:

- Coordinate emergency food services with similar programs administered by the federal government, Washington State, and other community organizations.
- Have information available for clients about other resources such as job training, mental health and substance abuse counseling, emergency housing, rental assistance, cash assistance, child care and energy assistance.
- Make reasonable effort to secure the services of volunteers and work training participants to supplement paid labor.

#### **3. All Sub Grantees Shall Practice Non-Discrimination in Services and Employment.**

- Sub Grantees will practice nondiscrimination in the employment of individuals and the delivery of services in all programs of the organization. They will not deny service to, or otherwise discriminate against, any person on the basis of race, sexual orientation, color, religion, sex, age, national origin, citizenship, ancestry, physical or mental handicap, marital status, or because such person is a recipient of federal, state, or local public assistance, or a disabled Vietnam era veteran.

- Tribes agree to comply with all state and federal laws regarding discrimination to the extent that those laws are applicable to the tribes for the activities that the tribes carry out pursuant to this Agreement
- Nothing in this Agreement shall interfere with, or be construed as interfering with, tribes' employment and granting processes regarding Tribal and Indian preference as allowed by law.

**4. Sub Grantees Must Secure Public Liability Insurance**

- Sub grantees must secure public liability insurance to protect against legal liability arising out of services provided under this grant and liability on vehicles used for business purposes that includes a comprehensive indemnification clause holding harmless the Grantee, the Department, the state of Washington, its officers, employees and authorized agents. (See Assurance #9 in Participating Food Bank Sub Application/Grant and Assurances #3 in the Tribal Food Bank Application for details on required amounts.)

**5. Sub Grantees Receiving Cash Grants**

Sub Grantees receiving cash grants must:

- Have established internal controls and fund accounting procedures to assure the proper disbursement of, and accounting for, all funds provided.
- Provide the Grantee with an annual A-133 audit if it receives federal funds totaling \$500,000 or more per year from all sources, or an independent financial audit once every two years if it receives \$100,000 or more per year in state funds from all sources.
- If neither of those applies, it must provide the Grantee with a completed Accounting System Verification Form if its sub grant is \$10,000 or more per year.
- Provide to a lead agency Grantee, at the lead agency's discretion, a completed Accounting System Verification Form or audit if the Sub Grantee receives under \$10,000 per year.
- If a Sub Grantee does not meet these criteria for receiving a cash grant, the lead agency may purchase food for the food bank or directly pay the billing agents or vendors for the Sub Grantee.

## **POLICY**

Cancels: Policy 400, April 8, 2008

See Also: Assurances, Lead Agency Application  
Assurances, Food Distribution Center Application

Approved by: Susan Eichrodt

### **POL-400.5 CRITERIA FOR DISTRIBUTION CENTERS**

This policy applies to Distribution Center Sub Grantees

#### **1. Distribution Centers Must Meet Criteria Before Receiving EFAP Funding**

Distribution Center Must:

- Be a public agency or a private nonprofit with 501(c)3 status.
- Be in operation as a distribution center for at least one year prior to receiving funds from the Department.
- Have the ability to generate resources and food in volume for distribution.
- Possess warehouse facilities having a minimum space of 2,000 square feet, cold storage facilities having a minimum space of 1,000 cubic feet, and transportation capabilities.

#### **2. Distribution Centers Must Have Granting Capabilities**

- Distribution centers must have established appropriate internal control and fund accounting procedures to assure proper disbursement of, and accounting for, all funds provided, and must have adequate fidelity insurance.
- Undergo an annual A-133 audit if it receives \$500,000 or more per year in federal funds from all sources, or must undergo a semi-annual independent financial audit if it receives \$100,000 or more per year in state funds from all sources. If the organization is not required to undergo an audit, it shall submit an Accounting System Verification Form signed by an independent Certified Public Accountant.
- Practice nondiscrimination in the employment of individuals and the delivery of services in all programs of the organization. They must not deny service to, or otherwise discriminate against, any person on the basis of race, sexual orientation, color, religion, sex, age, national origin, citizenship, ancestry, physical or mental handicap, marital status, or because such person is a recipient of federal, state, or local public assistance, or a disabled Vietnam era veteran.

#### **3. Distribution Centers Must Secure Public Liability Insurance**

- Distribution centers must secure public liability insurance to protect against legal liability arising out of services provided under this grant and liability on vehicles used for business purposes that includes a comprehensive indemnification clause holding harmless the Grantee, the Department, the state of Washington, its officers, employees and authorized agents. (See Assurance #9 in Distribution Center Application for details on required amounts.)

Effective Date: March 18, 2009

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## **POLICY**

Cancels: Policy 500, April 8, 2008

See Also:

Approved by: Susan Eichrodt

### **POL-500.1 GRANTEES PROGRAM MANAGEMENT AND ADMINISTRATION**

This policy applies to Lead Agency Grantees, Sub Grantees and Tribal Grantees using EFAP funds for a food bank.

#### **1. Grant Amounts Based on the Availability of Funds and Allocation Formula**

- Grant awards are based on the amount of EFAP funds available and the allocation formula approved by the Department.
- If there is a reduction or increase in the amount of program funds available, the Department may reduce or increase the amount of a Grantee's original award.
- Legislative actions usually result in reductions or increases in the amount of funds budgeted to EFAP. However, there may be other causes prompting a change in funding.
- Unless it is specifically identified where the reductions or increases must be taken or given, the Department will ask the food bank lead agencies to call a meeting or arrange for a conference call of all its Sub Grantees (food banks and distribution centers).
- At that meeting or during that call, the group will decide with a 2/3 vote how to implement the reductions or increases.
- With any increase or reduction in funding, the Department sends the Grantee a grant amendment specifying the amount of the reduction or increase.
- The Lead Grantee must also send an amendment to all affected Sub Grantees indicating their budget changes where applicable.

#### **2. Expenditures Are Limited By the Grant**

Funds are allocated to each county by fiscal year. Expenditures are limited to the amounts on the grant face sheet for each fiscal year, even though grants cover a two-year period.

- Funds not spent in the first year must not be carried over to the second year of the grant.
- Second year funds must not be spent in the first year.

#### **3. EFAP Is A Reimbursement Program**

Costs are reportable for the month in which the expenditures are incurred.

- Incurred is defined as when a Grantee or Sub Grantee either receives the bill or invoice or when it has indicated in its financial accounts that the cost has been incurred, depending on the fiscal system of the agency or tribe.
- Sub Grantees must provide Lead Grantee with all backup documentation of costs incurred.
- In the case of reimbursement for salary, the month in which an employee worked in the emergency food program, as indicated by the employee's time sheet is sufficient documentation for reimbursement..
- Grantee must reconcile monthly the costs they actually pay with what they billed CTED if there is a discrepancy between the two.

**4. Lead Grantees Must Provide Sub Grantees With Program Information**

Lead agencies must:

- Relate program information that affects the management of EFAP to its sub grantees. This includes information on new, modified, and ongoing policies and procedures.
- Provide sub grantees with a copy of EFAP's Policies and Procedures.
- Offer technical assistance to help sub grantees carry out their EFAP obligations.

**5. CTED May Require Grantee to Attend Meetings or Trainings**

Notification of required attendance at meetings with a Policy Memorandum will be sent by EFAP. These may include meetings for:

- Updating grantee on policies or procedures.
- Providing information on changes in legislation affecting EFAP.
- Providing training that would result in better service to clients.

## **POLICY**

Cancels: Policy 500, April 8, 2008

See Also: Definitions  
POL 600.2

Approved by: Susan Eichrodt

### **POL-500.2 REQUIRED REPORTS FOR GRANTEES AND SUB GRANTEES**

This policy applies to Lead Agency and Tribal Grantees and Sub Grantees

#### **1. Lead Agency Grantees Must Submit Monthly Expenditure Reports to CTED**

- These reports must include compiled costs incurred for both themselves and their sub grantees, including food banks and distribution centers.
- Reports are due to CTED by the 15<sup>th</sup> of the month following the month in which the costs were incurred.
- Sub grantee food banks and distribution centers must submit monthly reports to their lead agency summarizing their expenditures by the date indicated by the lead agency.
- Sub grantee food banks and distribution centers must submit backup expenditure documentation to lead agencies with all expenditure reports.

#### **2. Tribal Grantees Must Submit Expenditure Reports to CTED**

- These reports must include their incurred costs.
- Effective July 1, 2008, Tribal Grantees have the option to submit reports to CTED either monthly or quarterly.
- All grantees must identify the method they wish to use to submit the report, (monthly or quarterly) during the application process.
- Once a grantee selects a method it must use that method throughout the grant period; grantees are not allowed to change their method between monthly and quarterly during the grant period.
- Tribal grantees providing monthly reports must submit reports to CTED by the 15<sup>th</sup> of each month following the month the costs were incurred.
- Tribal grantees providing quarterly reports must submit reports to CTED by the 15<sup>th</sup> of the month following the end of each calendar quarter. Those dates are:
  - First quarter report packet includes the three reports for July, August and September, due by October 15.
  - Second quarter includes October, November, and December, due by January 15.
  - Third quarter includes January, February, and March, due by April 15.
  - Fourth quarter includes April, May and June, due by July 15.
- Those choosing to submit quarterly must keep monthly records of expenditures and client data and submit each month's report individually for the quarter.

### 3. **Grantees Must Submit Client Demographic Information and Pounds of Food Distributed to CTED.**

For the purposes of demographic reporting there are two different groups of food bank clients: Full service clients and supplemental clients.

**Full Service Clients:** EFAP funded food banks are expected to supply full service clients with nutritionally balanced meals. Food bags must include at least three of any of the five main food pyramid groups to clients.

**Supplemental Clients:** The Department also recognizes that food banks sometime offer to clients additional food that is not part of a complete food bag and this food provides clients with added nutrition and valuable calories. In order to quantify the additional food that providers sometimes offer clients, providers have the option to additionally track supplemental clients and supplemental pounds of food.

- All lead agency grantees must submit monthly reports to CTED summarizing for their lead agency area the full service clients information, the corresponding number of pounds of food distributed by its food banks to clients and the number pounds of food its distribution center(s) delivered to the EFAP food banks, if it has a sub grant with a distribution center(s).
- Tribal Grantees must submit monthly or quarterly reports, depending on the report schedule they have chosen, summarizing the full service client information, the corresponding number of pounds of food it distributed to clients and the number pounds of food its distribution center(s) delivered to the EFAP food banks, if it has a sub grant with a distribution center(s)
- Grantees have the option of additionally reporting supplemental clients and supplemental pounds of food distributed.
- Sub grantee food banks must submit monthly demographic information to their lead agency grantee summarizing the number of full service clients served and the number of pounds of food it distributed to clients..
- The following client data must be reported by food bank sub grantees to their lead agency grantees and by grantees to CTED:
  - The number of full service households and of clients served each month, duplicate and unduplicated count, by age group.
  - Number of pounds of food distributed to full service clients.
  - Optional: Number of supplemental households and of clients served each month, duplicate and unduplicated count, and pounds of food distributed to supplemental clients.
  - **Note:** Though clients receiving solely supplemental food must be tracked separately from full service clients, clients who pick up the supplemental items **and** the full service products must be included in the full service count only.

- Special Dietary Needs (SDN) clients served, if the food bank prepares special bags for them, whether or not the food bank uses EFAP funds to purchase SDN food.
- Distribution Center Sub Grantees must submit to their lead agency grantee the pounds of food distributed to EFAP food banks each month.

4. **The Department Issues The Forms Required For Submitting Reports By Grantees**

- CTED will develop the forms on which grantees will report their expenditure and demographic information.
- CTED will also develop courtesy reports for food bank sub grantees. The grantee may use this form or develop its own sub grantee report.

5. **Failure To Submit Expenditure and Data Reports**

The Department may recapture unclaimed funds if grantee does not submit expenditure and data reports in a timely manner.

- For monthly billers, if the grantee fails to file an expenditure and data report within any two consecutive month period, the Department may elect to terminate the grant.
- For quarterly billers, if the grantee fails to file the three monthly expenditure and data reports for the quarter within 30 days of the end of the quarter, the Department may elect to terminate the grant.
- Lead Agency Grantee may recapture unclaimed funds or terminate the grant with Sub Grantee based on the same criteria.

**6. Required Reports and Due Dates**

<u>Report</u>	<u>Due</u>
a. All Grantees -- Monthly Billers: Emergency Food Assistance Program Expenditure Report and Request for Reimbursement.	The 15th of the month following provision of services.
b. All Grantees -- Monthly Billers: Demographics client data.	The 15th of the month following provision of services.
c. Tribal Only -- Quarterly Billers: Emergency Food Assistance Program Expenditure Report and Request for Reimbursement.	The 15th of the month following the quarter for the provision of services: October 15, January 15, April 15 and July 15.
d. Tribes Only -- Quarterly Billers: Demographics client data.	The 15th of the month following the quarter for the provision of services: October 15, January 15, April 15 and July 15.
e. All Grantees -- Emergency Food Assistance Closeout Report.	Forty-five days after the close of the fiscal year.
f. All Grantees -- Other Reports as requested by CTED	By time indicated by CTED.

## **POLICY**

Cancels: Policy 500, April 8, 2008

See Also: Definitions

Approved by: Susan Eichrodt

### **POL-500.3 SAFETY AND SANITATION REQUIREMENTS**

This policy applies to all Food Bank and Distribution Center Sub Grantees.

#### **1. All Must Adhere to Reasonable Safety and Sanitation Standards**

Any program that provides direct services as either a distribution center or food bank must adhere to all applicable local, state and federal regulations on food safety and sanitation. These standards cover the areas of ground and warehouse maintenance, food storage and pest control.

- Properly control pests inside and outside.
- Maintain the outside grounds to discourage pests such as rodents.
- Do proper lawn care and weed control.
- Store equipment, pallets and trash receptacles away from the building, keeping grounds litter-free.
- Keep doors and windows shut unless they are screened.
- Keep trash receptacles covered and clean.
- Use the assistance of a trained exterminator to set outside traps and bait stations, setting traps indoors.
- **NOTE:** Rodent pesticides are not to be used inside except with very serious infestations.
- Maintain the inside of buildings so that they are clean and in good repair.
- Insure safety of employees, that food is not contaminated, and that pests are controlled.
- Adhere to good food safety practices.
  - Move out the oldest food first.
  - Maintain proper temperatures of perishable foods.
  - Keep food off the floor and on pallets.
  - Keep cleaning agents and other toxic materials away from food, inspecting food for damage or contamination.
  - Keep food storage areas and pallets clean.

#### **2. Non-Compliance to Safety and Sanitation Standards**

Providers who put the public's health at risk and do not adhere to these standards may be terminated from EFAP if they do not make the necessary improvements within 30 days of a notice from CTED requiring compliance.

## **POLICY**

Cancels: Policy 500, April 8, 2008

See Also: PRO 500.4.A

Approved by: Susan Eichrodt

### **POL-500.4 PROPERTY INVENTORY AND FOOD PROCUREMENT**

This policy applies to Lead Agency Grantees, Sub Grantees and Tribal Grantees using EFAP funds for a food bank.

#### **1. Nonexpendable Personal Property Inventory Policy Required in Place**

- Grantees and distribution center Sub Grantees shall have an inventory policy in place for nonexpendable personal property that adequately addresses how to track all nonexpendable personal property inventories.
- Grantees shall list any personal property with an original purchase price of \$5,000 or more that was purchased in part or entirely with EFAP funds on the EFAP close-out report required at the end of each fiscal year.
- Food bank lead agencies shall have a method for tracking inventory purchased by their Sub Grantees with EFAP funding in order to assure that all appropriate equipment is listed on EFAP's closeout report each year.
- Sub Grantees shall have a method for tracking EFAP-purchased nonexpendable personal property.
- Grantees shall follow proper procedures for disposal of equipment purchased with EFAP funds.

#### **2. Food Banks Will Have a Food Procurement Priority System in Place**

Food banks have an obligation to be good stewards of public funds, procuring food in the most cost-effective manner possible. CTED monitors for compliance with this policy.

- Food banks should attempt to acquire food in the following order when utilizing state funds:
  1. Donations
  2. Not-for-profit distributors
  3. Wholesalers or food brokers
  4. Discount retailers
  5. Local retailers
- Lead agencies should have information on what food resources are available and the process for obtaining product from those resources.
- Lead agency is responsible for monitoring its food banks' compliance.

- Lead agencies must include discussion about how its service area food banks will procure food at the EFAP meeting held with food banks prior to submitting the biennial application.
- This discussion must be incorporated into the minutes of the meeting and submitted with the application.
- Food banks should share information about resources, and should consider making purchases as a group where that would be most cost-effective.
- The State recognizes that there are circumstances benefiting a food bank and those they serve when the above order for procurement might be overridden. Significant deviation from this policy must be justified and documented by the lead agency.
  - An example of an acceptable deviation from this policy would be a small, rural food bank that purchases most of its meat and eggs from a local grocery store at a reduced price where protein items are rarely donated to that food bank or available from regional distribution centers. In exchange the store donates all its day-old bakery goods, leftover produce, and plastic and brown paper bags to the food bank, saving it several hundred dollars each month. The store also plays a significant role in advertising the needs of the food bank, especially during holidays.

## **PROCEDURE**

Cancels: Procedure 500F, April 8, 2008

See Also: POL 500.4

Approved by: Susan Eichrodt

### **PRO-500.4.A DISPOSING OF NONEXPENDABLE PERSONABLE PROPERTY**

This policy applies to Lead Agency Grantees, Sub Grantees and Tribal Grantees using EFAP funds for a food bank.

If a grantee has no further need in its emergency food program for nonexpendable personal property purchased in part or in full with EFAP funds, disposition shall be made as follows:

#### **Action By:**

#### **Action:**

Current Grantee

1. Request disposition instructions from CTED if property had an acquisition cost of \$5,000 or more per unit.

CTED

2. Advises the grantee of options to sell the property, use it as a trade-in, keep it and reimburse CTED, keep it without reimbursing CTED to use in a like program or return it to CTED to offer to another EFAP grantee or Sub Grantee.

CTED and Grantee

3. Parties determine which option most meets the needs of both parties.

Grantee

4. Compensates CTED by applying the percentage of CTED's contribution towards the original purchase price of the item to the current fair market value of the property if CTED determines that the Grantee or Sub Grantee is not keeping the property to use in an eligible program.

Grantee

5. Compensates CTED by applying the above same formula to the selling price of the item if the Grantee or Sub Grantee sells the property. Grantee may keep \$100 from CTED's share or ten percent of the proceeds, whichever is greater, for costs involved in selling the equipment if not using it for the purchase of another piece of equipment for use in the food bank program. In the latter case, Grantee or Sub Grantee may use the entire proceeds of the sale for the new purchase.

Grantee or Sub Grantee

6. The Grantee or Sub Grantee may use the property for other activities without reimbursement to CTED, or sell the property and retain all proceeds, if the property had an acquisition cost of less than \$5,000
7. The grantee shall notify CTED of its chosen disposition.

Effective Date: March 18, 2009

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## **POLICY**

Cancels: Policy 500, April 8, 2008

See Also:

Approved by: Susan Eichrodt

### **POL-500.5 WRITTEN CLIENT PRIVACY STANDARDS REQUIREMENTS**

This policy applies to Lead Agency and Tribal Grantees, and Sub Grantees

#### **1. Grantees and Sub Grantees Must Have Written Client Privacy Standards**

All providers must respect the privacy of clients. Personal information collected, used or acquired in connection with providing emergency food services must be used only for the purpose of those programs.

- **Personal information** includes any information that identifies an individual's health, education, business, use or receipt of governmental services, names, addresses, age, telephone numbers, social security numbers, driver's license numbers and finances including financial profiles, credit card numbers or other identifying numbers.
- Grantees and sub grantees with direct client contact must have a written client privacy policy on file.
- One can not release, divulge, publish, transfer, sell or otherwise make known to unauthorized persons the personal information without express written consent of the client or as provided by law.
- Written consent from the client shall include what client information can be shared and to whom or which agencies/businesses. (See Exhibit D for sample client release form.)
- Providers agree to implement physical, electronic and managerial safeguards to prevent unauthorized access to personal information.

#### **2. Monitoring of Personal Information Collected by CTED**

- CTED reserves the right to monitor, audit or investigate the use of personal information collected, used or acquired by the Grantee. Not properly maintaining clients' private information could result in termination of grant or sub grant.
- Grantee shall agree to indemnify and hold harmless CTED for any damages related to the Grantee's unauthorized use of personal information.
- Lead Grantee shall monitor the use of personal information collected by Sub Grantees.
- Sub Grantees shall agree to indemnify and hold harmless the Grantee for any damages related to the Sub Grantee's unauthorized use of personal information.

## **POLICY**

Cancels: Policy 500, April 8, 2008

See Also:

Approved by: Susan Eichrodt

### **POL-500.6 LEAD AGENCY GRANTEE RESPONSIBILITIES**

This policy applies to Lead Agency Grantees.

#### **1. Lead Agency Grantees Shall Monitor The Performance of Sub Grantees**

- Lead Agencies shall monitor Sub Grantees' activities to assure they are following Department policies. This includes:
  - Verifying that Sub Grantee meet all criteria listed in **Policy 400.2**.
  - Verifying all EFAP expenditures are appropriate and reported monthly, and that other applicable policies are followed.
- Lead Agencies shall monitor Sub Grantee at least once per grant period (once every other year).
- Lead Agencies shall produce a written report summarizing their monitoring visits with any corrective action needed.
- Lead Agencies shall follow up on any findings and make a notation in the Sub Grantee's file of corrective action.

#### **3. Lead Agency Grantees May Reallocate Funds Within a County.**

- At any time during the grant, a non-tribal lead agency or participating food bank may request a reallocation of funds in a given county if need among the existing participating food banks change.
- All parties affected by the reallocation must agree to the shifting of funds.
- Reallocations among food banks within a given county do not need the permission of CTED.
- Lead agencies must notify CTED in writing, explain the reason for the reallocation, and provide verification that the parties involved were in agreement.

#### **4. Lead Agencies Grantees May Add New Participating Food Banks**

- **During Application Process:** New non-tribal, eligible food banks requesting EFAP funds during the application process must be funded unless it is determined they provide a duplication of service.

- In determining duplication of service, the lead agency and participating food banks should consider what other services the new food bank would provide, the proximity of other food banks (if it a hardship for clients to get to the currently funded food banks) whether the new food bank serves a different clientele, whether or not the hours the adjacent food banks are open could compliment each other, does the new food banks have access to different kinds of food, etc.
  - This decision to add a new food bank is to be made by a two-thirds vote of the currently participating food banks and the lead agency.
- **During the Grant Period:** The lead agency for the food bank program may add additional participating food banks in its region any time during the grant period, after the sub grants are in place.
  - The lead agency must have the support of two-thirds of the participating food banks for the addition.
  - The lead agency must submit documentation of the required consent to CTED.

## **POLICY**

Cancels: Policy 600, April 8, 2008

See Also:

Approved by: Susan Eichrodt

### **POL-600.1 DEPARTMENT PROGRAM MANAGEMENT AND ADMINISTRATION**

This policy applies to the Department staff when carrying out the duties and responsibilities of the Emergency Food Assistance Program.

#### **1. The Department Staff Shall Monitor Grants**

Department EFAP staff shall conduct monitoring of Grantees by evaluating monthly submitted expenditure reports and responses to other requests. At any time, the Department may request a Grantee to send in any and all supporting documentation for expenditures.

- EFAP completes risk assessments at the beginning of each grant period to help determine the level and frequency of monitoring.
- EFAP conducts monitoring every four years with grantees who are performing at a very high level.
- Grantees who have serious performance issues will be monitored every two years or more often if warranted.
- EFAP monitoring can be on-site or by a desk monitoring.
- Grantees with EFAP budgets of less than \$20, 000 per year will receive desk monitoring unless there are serious performance issues.
- If a Grantee violates any of the conditions set forth in the grant, CTED staff may conduct a site visit to investigate the violation.

#### **2. On-Site Monitoring**

- Department staff will schedule site visits at least two weeks prior to the visit by sending a written notice to the director or Board/Tribal Chair. Arrangements will also be made with program and fiscal staff who will be involved in the visits.
- Documentation may be requested ahead of time for review or reviewed on site.
- CTED Staff will perform an exit interview at the end of the visit where findings, exemplary performance and other concerns will be reviewed and recommendations made to the Grantee.
- Within 30 days of the visit, CTED staff will prepare a formal written report consistent with the oral report and send a copy of the report to the Grantee's board of director president or tribal chairperson. The Department will keep a copy of the report on file.

- If necessary, EFAP staff will develop an action plan with the Grantee to ensure that identified findings are addressed in a timely and appropriate manner.

**3. Desk Monitoring**

- The Department staff will request Grantees to submit documentation for review. The review is done at the desk of the staff responsible for the Grant.
- Staff will review submitted documentation for findings, exemplary performance, and other concerns. (This doesn't read right to me. It seems like it should include just a list of examples of negative performance that would be subject of monitoring. – Tim)
- Within 30 days of completing the desk review, staff will prepare a formal written report with the results of the review and send a copy of the report to the Grantee's board of director president or tribal chairperson. The Department will keep a copy of the report on file.
- If necessary, CTED staff will develop an action plan with the Grantee to ensure that identified findings are addressed in a timely and appropriate manner.

**4. Department Staff Shall Offer Technical Assistance to Grantee**

Department staff shall offer technical assistance to grantee when needed; this includes information on program and fiscal issues. When necessary, staff will conduct an on-site visit to provide this service.

## **POLICY**

Cancels: Policy 600, April 8, 2008

See Also: POL 500.2

General Terms and Conditions

Approved by: Susan Eichrodt

### **POL-600.2 GRANT COMPLIANCE**

This policy applies to Lead Agency Grantees and Tribal Grantees and Sub Grantees

#### **1. Department May Recapture and Reallocate Grant Funds**

The Department reviews the Grantee's level of actual performance over the course of the grant and after nine months of each fiscal year:

- If Grantees fail to achieve 65 percent of their yearly performance goals (expenditures and activities) stated on the grant face sheet by March 31, the Department may reduce funds available based on actual performance and negotiation between the Department and the Grantee.
- Lead Agency Grantees may also reallocate funds from one of its sub granting food banks to another, with the Department's permission, if a sub grantee does not claim, or only partially spends, its portion of the allocated funds.
- The Department may recapture unclaimed funds if a grantee does not submit expenditure reports in a timely manner.
  - For monthly billers (tribes or food banks), if the Grantee fails to file an expenditure report within any two consecutive month period, the Department may elect to terminate the grant.
  - For quarterly billers (tribes only), if the Grantee fails to file the three monthly expenditure reports for the quarter within 30 days of the end of the quarter, the Department may elect to terminate the grant.
- Lead Agency Grantees may recapture unclaimed funds or terminate the grant with Sub Grantees based on the same criteria.

#### **2. Department May Suspend or Terminate Grantee Funds**

- The Department may suspend or terminate funding to Emergency Food Assistance Program Grantee when monitoring reports or the independent audit reports indicate continuing substantial noncompliance with established policies, grant requirements, accounting procedures, or fiscal control requirements.

- Action to suspend or terminate funding will be taken if repeated communication with the agency's governing board fails to produce corrective action.
- CTED must allow the Grantee 30 days to come into compliance prior to terminating a grant.
- The Department reserves the right to suspend all or part of the Grant, withhold further payments, or prohibit the Grantee from incurring additional obligations of funds during investigation of the alleged compliance breach and pending corrective action by the Grantee or a decision by the Department to terminate the Grant.
- If an EFAP Grantee submitting monthly reports fails to file a monthly expenditure report for two consecutive months, the Department may elect to terminate funding.
- If an EFAP tribal Grantee filing quarterly reports fails to file the three monthly expenditure reports within 30 days of the end of a quarter, the Department may elect to terminate funding.

**3. Lead Grantees May Suspend or Terminate Sub Grantees Funds**

Grantees may suspend or terminate funding to participating Sub Grantees according to the above criteria. The Grantee must notify the Department prior to taking any corrective action.

## **POLICY**

Cancels: Policy 700, April 8, 2008

See Also: PRO 700.1.A

Approved by: Susan Eichrodt

### **POL-700.1 GRANTEE APPEAL PROCESS**

This policy applies to Applicants and Grantees.

#### **1. Applicants and Grantees May Appeal Department's Decisions**

- Any substantive decision of the Department to deny, award, recapture, reallocate, suspend or terminate funds which an EFAP applicant or Grantee believes to be unfair, unreasonable, or have a major adverse impact on the local delivery of service, may be appealed by the applicant/grantee.
- The appellant has the right to be represented by counsel, but must notify the lead agency at least five working days prior to the hearing if counsel will be present.
- Either side may request that a representative of CTED be present to assist in clarifying any program policies or procedures.

#### **2. Applicants/Grantees Have 15 Days to Send a Written Appeal to CTED**

- Appellant must send CTED a written request for a hearing within 15 days of receipt of CTED's decision.
- The appellant's written hearing request must include contact information and the reasons for the hearing request.

#### **3. The Department Schedules a Hearing**

- CTED will review the request, and schedule a hearing within 10 days of receiving the request at a mutually agreed upon location and send written notice to appellant.
- The CTED director or designee will appoint a hearing officer.

#### **4. The Department Contacts the Appellant**

- CTED will contact appellant to gather additional information needed.
- Parties will explore possibilities for resolving issue apart from hearing.
- If issues are resolved appellant will provide CTED with a written request to withdraw request for hearing.

5. **The Department's Designated Hearing Officer Conducts the Hearing**

- Hearing officer will conduct hearing and recommend a decision to the Department based on the evidence and information provided at the hearing
- CTED will send written notice of hearing officer's recommendation to appellant within 10 days of the hearing.

6. **Appellant May Request an Alternate Dispute Resolution (ADR) Method if Still Unsatisfied**

## **PROCEDURE**

Cancels: Policy 700, April 8, 2008

See Also: POL-700.1

Approved by: Susan Eichrodt

### **POL-700.1.A GRANTEE APPEAL PROCEDURE**

#### **Action By:**

#### **Action:**

Applicant, Grantee

1. Submits a letter to the Department within 15 days of the receipt of the Department's decision to deny, award, reallocate, suspend or terminate funds approved by its governing board and signed by the board chairperson which states:

- The name, address, phone number and email of the appellant.
- The decision that is being questioned.
- The date on which the applicant or Grantee received notice of the decision.
- The rationale of the appellant's board for considering the decision to be substantive and unfair or unreasonable to the agency.

2. Mails to the CTED Director the request for a hearing, including the desired outcome of such a hearing.

The Department

3. Schedules a hearing date within 10 working days of receipt of the request for a hearing.

4. The Department director or his/her designee will identify the hearing officer.

The Department, Appellant

5. The parties involved mutually decide on the location of the hearing.

The Department

6. Sends the appellant written notice of the time and place of the hearing, scheduling it no later than two weeks from the date the request is received.

7. Contacts the board chairperson and the executive director of the appellant agency prior to the scheduled hearing to:

- Obtain additional information pertinent to the issue.

- Clarify any misunderstandings.
- Explore possible alternatives that would eliminate the necessity for a hearing.
- Obtain a written withdrawal of the request for a hearing if issues are resolved.

Department Designated  
Hearing Office

8. If there is no resolution, conducts the hearing.

Appellant

9. Must notify the hearing officer at least five working days prior to the hearing if counsel will be present.

Department Designated  
Hearing Office

10. Reviews all information and evidence presented at the hearing and recommend a decision to the Department.

Department

11. Issues within ten working days of the hearing a written decision on the appeal based on the facts and program guidelines.

Appellant

12. If the appellant remains unsatisfied, nothing in this process shall be construed to limit the parties' choice of a mutually acceptable alternate dispute resolution (ADR) method in addition to the hearing procedure outlined above.

## **POLICY**

Cancels: Policy 700, April 8, 2008

See Also: PRO 700.2.A

Approved by: Susan Eichrodt

### **POL-700.2 SUBGRANTEES APPEAL PROCESS**

This policy applies to all Sub Grantees and Sub Grantee Applicants

#### **1. Sub Grantees May Appeal Decisions**

- Sub Grantees and applicant Sub Grantees may appeal any substantive decision of a lead agency to deny, award, recapture, reallocate, suspend or terminate funds that the sub grantee believes to be unfair, unreasonable, or have a major adverse impact on local delivery of services.
- Lead agencies must provide Sub Grantees/applicants with a copy of the appeal policy and procedure prior to or with any substantive decision.
- Any decision of a lead agency to deny, award, recapture, reallocate, suspend or terminate funds will stand until the appeal process is completed and will only be modified or reversed as a result of the appeal process.

#### **2. The Sub Grantees Appeal Process Mirrors the Applicant/Grantees Appeal Process**

The appeal process for a Sub Grantee follows the same process as the process for Grantees in Policy 700.1

The appellant has the right to be represented by counsel, but must notify the lead agency at least five working days prior to the hearing if counsel will be present. Either side may request that a representative of CTED be present to assist in clarifying any program policies or procedures.

## **PROCEDURE**

Cancels: Policy 300, April 8, 2008

See Also: POL-700.2

Approved by: Susan Eichrodt

### **PPO-700.2.A SUBGRANTEE APPEAL PROCEDURE**

#### **Action By:**

#### **Action:**

Sub-Grantee

1. Submits a letter to the lead agency within 15 days of the receipt of the lead agency's decision to deny, award, reallocate, suspend or terminate funds approved by its governing board and signed by the board chairperson which states:
  - The name, address, phone number and email of the appellant.
  - The decision that is being questioned.
  - The date on which the applicant or Sub Grantee received notice of the decision.
  - The rationale of the appellant's board for considering the decision to be substantive and unfair or unreasonable to the agency.
  - The request for a hearing, including the desired outcome of such a hearing.

Lead agency's director or designee

2. Schedules a hearing date within 10 working days of receipt of the request for a hearing.
3. Identifies the hearing officer.

Lead agency's director or designee and Sub-Grantee

4. The parties involved mutually decide on the location of the hearing.

Lead agency

5. Sends the appellant written notice of the time and place of the hearing.
6. Sends CTED a copy of the written notice.
7. Contacts the board chairperson and the executive director of the appellant agency prior to the scheduled hearing to:
  - Obtain additional information pertinent to the issue.
  - Clarify any misunderstandings.

	<ul style="list-style-type: none"> <li>• Explore possible alternatives that would eliminate the necessity for a hearing.</li> <li>• Obtain a written withdrawal of the request for a hearing if issues are resolved.</li> </ul>
Hearing Officer designee	8. If there is no resolution, conducts the hearing.
Appellant	9. Must notify the hearing officer at least five working days prior to the hearing if counsel will be present, as they the right to be represented by counsel.
Hearing Officer designee	10. Reviews all information and evidence presented at the hearing and recommend a decision to the lead agency.
Lead Agency	11. Issues within ten working days of the hearing a written decision on the appeal based on the facts and program guidelines.
Appellant	12. May appeal the lead agency's decision directly to CTED by submitting a letter to the Department and the lead agency with in 15 days of the lead agency's decision.
CTED	<p>13. Decides if the case warrants further appeal. If the case warrants appeal, CTED will proceed with both parties as outlined above.</p> <p>14. If CTED agrees with the lead agency's decision, notifies the appellant and the lead agency involved within 15 days of receiving the request for appeal of its decision. The lead agency's decision will stand and only be modified or reversed as a result of the completed appeal process.</p>
Appellant	15. If the appellant remains unsatisfied, nothing in this process shall be construed to limit the parties' choice of a mutually acceptable alternate dispute resolution (ADR) method in addition to the hearing procedure outlined above.

## **GUIDELINES FOR REQUESTS FOR EQUIPMENT PURCHASE**

These guidelines apply to equipment purchased by Grantees or Sub Grantees, including distribution centers.

1. Equipment is defined as those items solely dedicated to help better serve emergency food assistance customers. Such items may include refrigerators, freezers, pallet jacks, or trucks.
2. The Grantee must request approval from CTED prior to the purchase of equipment by itself or one of its Sub Grantees having an acquisition cost of \$5,000 or more per unit.
3. Only equipment needs identified in the EFAP application package will be considered for approval. Exceptions can be granted by CTED staff.
4. Requests must be submitted on a CTED/EFAP Equipment Purchase Request/Approval form.
5. Justification for purchase must be attached to the Equipment Purchase Request/Approval form in order to ensure Department review. The justification must be in narrative form.

When the equipment cost will be purchased from the entire county or lead agency area's funding, impacting all involved agencies, the justification must include:

- A discussion on the why this equipment is necessary, what the benefits will be for the lead agency area and how this was determined within the county(ies);
- A summary that clearly shows the support of the Participating food banks.
- Written minutes of the meeting with Participating food banks where the equipment needs were determined;
- If a county(ies) meeting is not practical, due to distance, etc., Letters of Agreement from the Participating food banks are acceptable. The letters must include all elements of the requirements; and
- A roster displaying the names of Participating food banks along with how they voted on the equipment purchase(s) - (yes, no, or not at this time).

When the equipment expenditure will be taken from the allocation for a single agency, the justification must include:

- Justification as to the need for the equipment and what the benefits will be for the agency.
- Summary of the internal process the agency went through to approve the purchase of the equipment.

When the equipment is for a tribal grantee:

- Reason for need of equipment, summary of discussion or minutes from the council meeting or other meeting where the equipment discussion took place, or a tribal resolution authorizing the equipment request.
  -

6. Further documentation may be requested.

7. Requests for equipment purchases will be reviewed on a case-by-case basis.

**EQUIPMENT PURCHASE REQUEST/APPROVAL FORM**

1. Grant Number: \_\_\_\_\_
2. Grantee Name: \_\_\_\_\_
3. Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone No. \_\_\_\_\_

3.	<u>Item Description</u>	<u>Quantity</u>	<u>Price/Item</u>	<u>Total Cost</u>
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____

4. Reason for purchase (attach additional sheets if necessary):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. **GRANTEE CERTIFICATION/APPROVAL:**

Grantee certifies that procurement records will be on file and available for review.  
Grantee further certifies that this purchase will be in accordance with all applicable  
Procedures and Guidelines.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Type or print name Title

Note: Attach Board or Council approval, if appropriate.

=====

CTED Reviews and Approvals (attachments if necessary):

Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Disapproval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

DISTRIBUTION:      Original back to Grantee      Copy to Grant File

Approved CTED Form, 3/09

**ESSENTIAL NONFOOD ITEMS**

- Cleaning Supplies
- Dental Adhesive
- Deodorant
- Detergent
- Diapers
- Dish Soap
- Facial Tissue
- Feminine Products
- Hand Soap
- Paper Towels
- Shampoo
- Toilet Paper
- Toothbrush
- Teeth/Denture Cleaner Products

## CLIENT RELEASE OF INFORMATION

I, \_\_\_\_\_ (name of recipient), give  
\_\_\_\_\_ (name of agency/tribe) permission  
to release the following personal information:

\_\_\_\_\_  
\_\_\_\_\_.

This information may be released to the following programs or  
organizations: \_\_\_\_\_  
\_\_\_\_\_.

Signed,

\_\_\_\_\_

Client's Signature

Date

# Anatomy of MyPyramid

## One size doesn't fit all

USDA's new MyPyramid symbolizes a personalized approach to healthy eating and physical activity. The symbol has been designed to be simple. It has been developed to remind consumers to make healthy food choices and to be active every day. The different parts of the symbol are described below.

### Activity

Activity is represented by the steps and the person climbing them, as a reminder of the importance of daily physical activity.

### Moderation

Moderation is represented by the narrowing of each food group from bottom to top. The wider base stands for foods with little or no solid fats or added sugars. These should be selected more often. The narrower top area stands for foods containing more added sugars and solid fats. The more active you are, the more of these foods can fit into your diet.

### Personalization

Personalization is shown by the person on the steps, the slogan, and the URL. Find the kinds and amounts of food to eat each day at MyPyramid.gov.

### Proportionality

Proportionality is shown by the different widths of the food group bands. The widths suggest how much food a person should choose from each group. The widths are just a general guide, not exact proportions. Check the Web site for how much is right for you.

### Variety

Variety is symbolized by the 6 color bands representing the 5 food groups of the Pyramid and oils. This illustrates that foods from all groups are needed each day for good health.

### Gradual Improvement

Gradual improvement is encouraged by the slogan. It suggests that individuals can benefit from taking small steps to improve their diet and lifestyle each day.



USDA is an equal opportunity provider and employer.

GRAINS

VEGETABLES

FRUITS

OILS

MILK

MEAT & BEANS

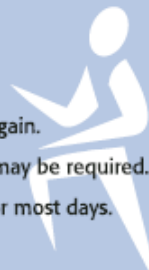
GRAINS Make half your grains whole	VEGETABLES Vary your veggies	FRUITS Focus on fruits	MILK Get your calcium-rich foods	MEAT & BEANS Go lean with protein
<p>Eat at least 3 oz. of whole-grain cereals, breads, crackers, rice, or pasta every day</p> <p>1 oz. is about 1 slice of bread, about 1 cup of breakfast cereal, or 1/2 cup of cooked rice, cereal, or pasta</p>	<p>Eat more dark-green veggies like broccoli, spinach, and other dark leafy greens</p> <p>Eat more orange vegetables like carrots and sweetpotatoes</p> <p>Eat more dry beans and peas like pinto beans, kidney beans, and lentils</p>	<p>Eat a variety of fruit</p> <p>Choose fresh, frozen, canned, or dried fruit</p> <p>Go easy on fruit juices</p>	<p>Go low-fat or fat-free when you choose milk, yogurt, and other milk products</p> <p>If you don't or can't consume milk, choose lactose-free products or other calcium sources such as fortified foods and beverages</p>	<p>Choose low-fat or lean meats and poultry</p> <p>Bake it, broil it, or grill it</p> <p>Vary your protein routine — choose more fish, beans, peas, nuts, and seeds</p>

For a 2,000-calorie diet, you need the amounts below from each food group. To find the amounts that are right for you, go to [MyPyramid.gov](http://MyPyramid.gov).

Eat 6 oz. every day	Eat 2½ cups every day	Eat 2 cups every day	Get 3 cups every day; for kids aged 2 to 8, it's 2	Eat 5½ oz. every day
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#### Find your balance between food and physical activity

- Be sure to stay within your daily calorie needs.
- Be physically active for at least 30 minutes most days of the week.
- About 60 minutes a day of physical activity may be needed to prevent weight gain.
- For sustaining weight loss, at least 60 to 90 minutes a day of physical activity may be required.
- Children and teenagers should be physically active for 60 minutes every day, or most days.



#### Know the limits on fats, sugars, and salt (sodium)

- Make most of your fat sources from fish, nuts, and vegetable oils.
- Limit solid fats like butter, margarine, shortening, and lard, as well as foods that contain these.
- Check the Nutrition Facts label to keep saturated fats, *trans* fats, and sodium low.
- Choose food and beverages low in added sugars. Added sugars contribute calories with few, if any, nutrients.



U.S. Department of Agriculture  
Center for Nutrition Policy and Promotion  
April 2005  
CNPP-15



USDA is an equal opportunity provider and employer.